



MEMORANDUM FOR THE RECORD

Date: April 16, 2024, 10:00 A.M.
Revenue and Fiscal Affairs Office / Microsoft Teams

Subject: Minutes of the South Carolina E911 Committee Meeting

Attendees: *Committee Members* – Melony Burgess – Chair, Wireless Rep. FTC, Terrance Ford – Wireless Rep. AT&T, Jane Francis – Consumer Rep., Mitch Fulmore – PSAP Rep. Florence County (*Teams*), Sam Gaither – PSAP Rep. Berkeley County (*Teams*), Amy McDowell – PSAP Rep. Greenville County, David Morrison – RFA SC 911 Program Manager, Sharon O’Bryant – Wireline Rep. Piedmont Rural Telephone (*Teams*), Linn Skipper, PSAP Rep. Sumter County. *Staff* – Paul Athey, Michael Ball, Carrie Bundrick, Kathryn Kelley, and Monica Russell. *Additional participants via Teams.*

Note: Guests were invited to attend virtually. An email invitation was sent to the Distribution list and the meeting notification was posted on the RFA website and in the Rembert Dennis Building. Meeting information and log-in instructions were posted online. Meeting agenda was posted online 2 days prior to the start of the meeting, and the documents were also shared via Teams.

- I. Chair Burgess called the meeting to order at 10:00 a.m.
- II. Chair Burgess presented the February 20, 2024, and March 19, 2024, meeting minutes which previously had been shared with the Members and asked if any Member had edits or questions. Hearing no amendments or objections, Linn Skipper motioned to approve the minutes; Terrance Ford seconded the motion and all remaining members voted aye. Chair Burgess declared the minutes approved as written. ([See February minutes](#)) ([See March minutes](#))
- III. Updated Reimbursement Policy
Paul Athey presented the following items:
 - Calendar Year 2024
 - All items listed on Appendix A as eligible for reimbursement will continue to be reimbursed at 80%. ([See Appendix A](#))
 - Any funds not expended from the 2024 budget will roll over to the 2025 budget.
 - Implementation of a December 7 deadline for the current year budget for processing any reimbursements in the State accounting system (SCEIS), allowing sufficient time to determine available funds for the next year’s budget.

- Calendar Year 2025 and Moving Forward
 - There will no longer be a reimbursement percentage for each category. Total reimbursement caps for each PSAP will still apply; however, those funds will be allotted to fully fund the four categories most prioritized by the PSAP's in the survey.
 - PSAP's may still utilize any funds budgeted into the allocated categories for other items listed in Appendix A. ([See Appendix A](#))
 - Any funds not expended from the total yearly budget would roll over to the following calendar year budget.
 - Maintain the December 7 deadline for processing all reimbursements in SCEIS for the calendar year budget to allow sufficient time in determining available funds for the next year's budget.
 - RFA staff may update the budget each calendar year based on availability of funds as determined by the fiscal model.
- PSAP Seat Counts
 - The RFA will send out a survey in the fall of 2024 for the PSAP's to provide their requested seat counts for calculation of each PSAP's budget allocation.
 - The budget for 2025 will be updated with any additional funds from the previous year, based on reimbursements processed in SCEIS by December 7, 2024.
 - In mid-December, the RFA will provide the workgroup the revised budget, the current PSAP seat counts, and the PSAP's requested seat counts, for review. The workgroup will provide their recommendations on the PSAP seat counts for the purpose of calculating each PSAP's budget allocation at the January 20, 2025, Advisory Committee Meeting.
 - At the January 20, 2025, Advisory Committee Meeting, the Advisory Committee will evaluate the recommendations of the workgroup, the proposed budget, current PSAP seat counts, and the PSAP's requested seat counts from the survey and determine if any changes to the seat counts used for calculating the PSAP's budget allocations need to be made.

IV. Other Items for Discussion

- Chair Burgess asked the Advisory Committee to be prepared to make recommendations at the next meeting for people to serve on a workgroup for State Contracts. The workgroup will consist of a maximum of 6 people, represent small medium, and large PSAPs, and will need to have a subject matter expert.

- David Morrison announced that the Governor's office proclaimed the second full week of April Public Safety Telecommunicators Week.

IV. Amy McDowell motioned to adjourn the meeting and Terrance Ford seconded the motion. All voted aye, and the meeting adjourned at 11:20 A.M.

V. The next scheduled meeting is May 21, 2024.

Public Notice of this meeting was posted at: <https://rfa.sc.gov/boards-committees/911> and at the Rembert Dennis Building.

These minutes were approved on 6/18/2024

Monica G Russell Monica Russell